

Bosco Catholic School System Facility Usage/Rental Policy and Procedures

Rental Policy

For those groups who are not school sponsored athletic teams, the following outlines the Bosco Catholic School System Facility Usage/Rental Policy and Procedures. Rental and use of the gymnasium and/or kitchen and commons area at St. Mary Center, as well as the gymnasium at Don Bosco High School, will be arranged and scheduled by the following individuals:

Middle School - St Mary Center Contact Tom Hogan in the DB office - 296-1 106 ext 1111

High School Gym Contact Tom Hogan in the DB office - 296-1 106 ext 1111

Priority for use or rental of either gym is as follows:

1. St. Mary Center Gym - K-8 Activities/Middle School Athletics (automatically scheduled by AD(s) and/or office staff)
2. DB Gym - High School Activities or Athletics (automatically scheduled by AD(s) and/or office staff)
3. Youth Group/Youth Ministry Activities
4. Parish or parish-sponsored groups (for example: Scouts, Foresters)
5. Community/Non'Profit Groups (for example: Red Cross Blood Drive)
6. *Parishioners
7. *Outside Groups/Individuals (for example: USVBA teams; AAU teams)

Rental fees will be charged to groups or individuals in categories marked with (*) above.

Note: Club teams with Bosco System students making up at least 50% of the roster will be able to rent either gym, based on availability, for a reduced fee.

Guidelines from Catholic Mutual Insurance regarding Facility Usage/Indemnity will be followed. School or parish sponsored events are covered for liability under the Archdiocesan self-insurance program. In all other cases the user/renter must complete a Facility Usage/Indemnity Agreement and may be required to provide a certificate of liability insurance. Special event coverage through the Archdiocese of Dubuque may be required for some events. (See chart below.)

Rental Procedures

1. Contact the appropriate individual listed above based on the facility you need to inquire about.
2. Complete the Facility Rental request form available on line or from the school office. Return it to the school office along with the deposit. An e-mail verification of approval will be sent.
3. Those renting the facility should stop in the school office to pick up necessary forms to be completed or access the forms online.*
4. Within 48 hours prior to the event, user/renter returns any necessary forms and pays the rental fee. A key and/or key card and a Clean-up Checklist will be issued.
5. Once the key and/or key card is returned and determination is made that items on the Clean-up Checklist have been completed, any deposit money will be returned.

Required Forms

The following are examples of types of events and the forms required

Free Rent Activities	For Rent Activities
* Open gym for school students	** Birthday Parties
*** Red Cross Blood Drive	* Adult Volleyball/Basketball
*** Girl Scouts or Boy Scouts	** Receptions
*** Foresters Meetings	*** Club Volleyball/Basketball

* Hold Harmless forms for participants (may be kept on file for one year)

** Facility Usage/Indemnity Agreement; Special Event Insurance (no fee) if attendance will be more than 30 people.

*** Proof of Liability Certificate with Facility Usage/Indemnity Agreement.

No alcohol will be allowed for any function.

Rental Fees

Facility/Space	Fee	Deposit (Due at time of reservation)
Gym (IC or DB)	\$25 per hour \$15 per hour for club teams made up of 50% or more Bosco Catholic students.	\$15 per event; negotiated if several dates are reserved.
Commons	\$25 per hour	\$25 per event
Gym and Commons	\$50 per hour	\$50 per event
Commons & Kitchen*	\$50 per hour \$200 per day	\$50 per event
Gym, Commons, & Kitchen*	\$75 per hour	\$75 per event
Gym & Commons for Youth Sports Tournaments	\$200 per day \$350 for two days	\$100 per day \$200 for two days

* Must hire a kitchen staff member to be on hand to supervise/assist unless an exception is granted in advance based on kitchen equipment to be used.